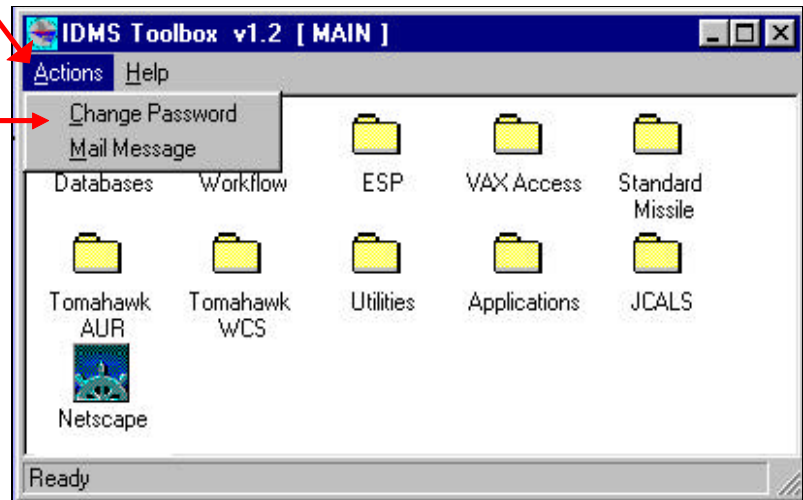


7.0 Change IDMS Password

Step 1:

From the
IDMS Toolbox v1.2 [MAIN] window,
Click on
Actions,
Change Password



Step 2:

Enter:

- Your Old Password, then . . .
- A New Password, and . . .
(minimum of 4, maximum of 8 "Alphanumeric" characters)
- The New Password, again,

Single-Click Done
when finished

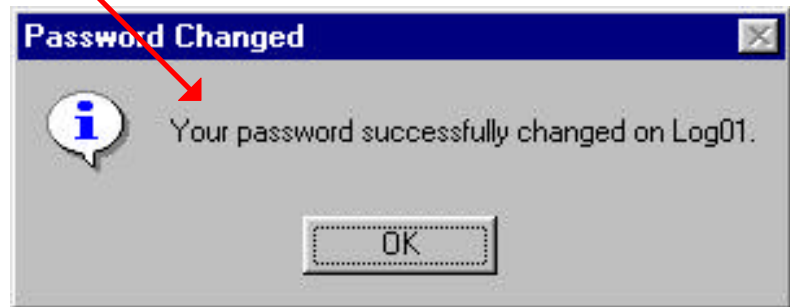
The screenshot shows the 'Enter New Password' dialog box. It has three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:', each containing a masked password (seven asterisks). A 'Done' button is located at the bottom right. A red arrow points from the text in Step 2 to the dialog box.

7.0 Cont . . . Change IDMS Password

Step 3:

When the process is finished,
this message will appear . . .

Single-Click "OK" to proceed.

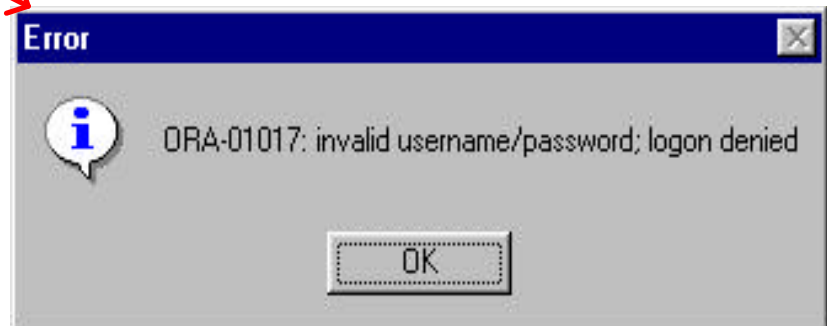


Step 4:

Ignore this error message !

** You will not be denied
any future logon.

Single-Click "OK"
to finish.

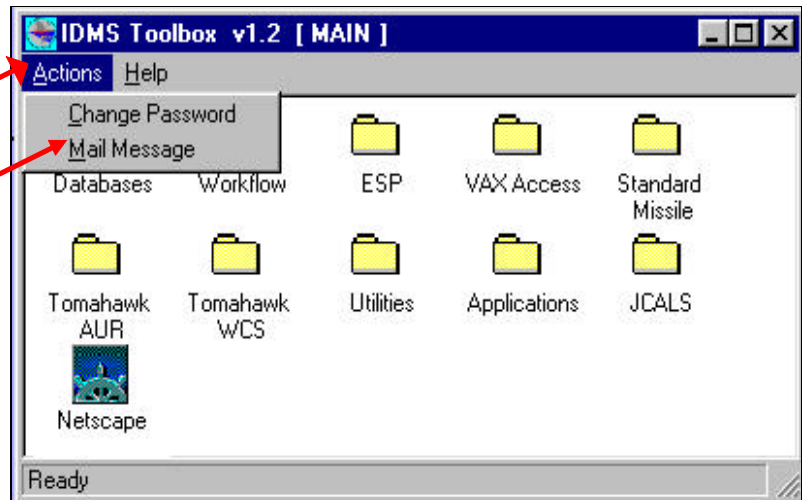


Continue on Page 8-1 ⇒

8.0 Trouble Calls - JCALS and IDMS

Step 1:

From the
IDMS Toolbox v1.x [MAIN] window,
Click on
Actions,
Mail Message.



Step 2:

Enter:
The “Application” in which
you encountered the problem.
(IDMS, JCALS etc.)

The “Module” in which
you encountered the problem.
(Contracts Data, Workflow,
Document Library, etc.)

Enter a brief description
of the Trouble or Problem
encountered using the
JCALS/IDMS System.
Be Specific!

Note:

Do not press the “Enter” key
until you are **completely** finished
with your discription, otherwise,
the message will be immediately
sent even if you were not finished.

Step 3:

Single-Click “Send”
to submit the Trouble or Problem Call
to PHD NSWC .